

ATTENTION: ALL LICENSEES BEING AUDITED FOR CE
Georgia Composite Board of Professional Counselors, Social Workers and Marriage & Family Therapists
Website address: www.sos.state.ga.us/plb/counselors

DEAR LICENSEE: YOU HAVE BEEN SELECTED FOR A CONTINUING EDUCATION HOURS AUDIT

PLEASE USE THE FOLLOWING FORM TO LIST YOUR CE ACTIVITIES ACCORDING TO WHETHER THEY WERE CORE, RELATED OR ETHICS HOURS. THIS WILL ASSIST YOU IN DOCUMENTING APPROPRIATE HOURS AS WELL AS EXPEDITE THE REVIEW PROCESS BY THE BOARD.

COPIES OF CE CERTIFICATES DOCUMENTING THE ACTIVITY AND THE NUMBER OF HOURS PROVIDED ARE REQUIRED. PLEASE ATTACH THOSE TO THE CE FORM.

EXCEPT FOR INDEPENDENT STUDY, CERTIFICATES DOCUMENTING HOURS MUST BE IN THE FORM OF A CERTIFICATE OF ATTENDANCE, A STATEMENT SIGNED BY THE PROVIDER VERIFYING PARTICIPATION IN THE ACTIVITY, OR AN OFFICIAL TRANSCRIPT. DOCUMENTATION OF INDEPENDENT STUDY SHALL BE IN THE FORM OF AN AFFIDAVIT WHICH INCLUDES A DESCRIPTION OF THE ACTIVITY, THE SUBJECT MATERIAL COVERED, THE DATES AND NUMBERS OF HOURS INVOLVED. NO MORE THAN FIVE (5) HOURS OF CONTINUING EDUCATION SHALL BE IN INDEPENDENT STUDY.

IN THE EVENT AN AUDITED LICENSEE FAILS TO PROVIDE THE BOARD WITH DOCUMENTATION OF THE HOURS ATTESTED TO ON THEIR RENEWAL APPLICATION, THE LICENSE WILL NOT BE RENEWED.

IF, FOLLOWING THE AUDIT, THE BOARD DISQUALIFIES ANY OF THE DOCUMENTED CONTINUING EDUCATION HOURS AND THE LICENSEE NO LONGER MEETS THE REQUIREMENTS SET OUT IN RULE 135-9, THE LICENSE WILL BE RENEWED UNDER THE CONDITION THAT THE LICENSEE OBTAINS THE REQUIRED CONTINUING EDUCATION HOURS WITHIN SIX MONTHS OF THE NOTICE OF DEFICIENCY. IF THE LICENSEE DOES NOT CURE THE DEFICIENCY WITHIN THIS SIX MONTH PERIOD, THE LICENSE WILL BE SUBJECT TO REVOCATION FOR FAILURE TO COMPLY WITH THE CONTINUING EDUCATION REQUIREMENTS.

EACH LICENSEE SHALL MAINTAIN FOR THREE YEARS THEIR OWN RECORD OF THE CONTINUING EDUCATION ACTIVITIES WHICH THEY HAVE COMPLETED. THE BOARD WILL NOT MAINTAIN CONTINUING EDUCATION FILES FOR LICENSEES.

To Avoid Penalties and Late Fees:

**YOU MUST APPLY FOR RENEWAL ON OR
BEFORE SEPTEMBER 30th of EVERY EVEN NUMBERED YEAR**

GEORGIA COMPOSITE BOARD OF PROFESSIONAL COUNSELORS, SOCIAL WORKERS, AND MARRIAGE AND FAMILY THERAPISTS

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Refer to Board Rule 135-9 ***** **CONTINUING EDUCATION REPORT** ***** Refer to Board Rule 135-9

AREA	ACTIVITY	SPONSORSHIP (FULL NAME)	LOCATION (CITY/STATE)	DATE(S) (M/D/YY)	# OF CLOCK HOURS/DAYS
I CORE					
II RELATED					
III ETHICS					

REFER TO BOARD RULE 135-9

Thirty five (35) clock hours of continuing education are required biennially to renew each license – a minimum of 15 shall be core hours, not more than 15 shall be related hours, and a minimum of 5 shall be specifically designated as continuing education in professional ethics relating to any of the specialties of Professional Counseling, Social Work, or Marriage and Family Therapy.

Core hours are continuing education hours acquired in activities in the specialty in which the license is held. Core hours may be obtained through graduate level education, conferences, workshops, correspondence courses, distance learning techniques or other methods approved for continuing education by organizations authorized to offer credit for continuing education.

Related hours are continuing education hours acquired in activities in a specialty other than the one in which the license is held or in the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. Related hours may be obtained from activities sponsored, co-sponsored, or approved by professional associations or academic departments in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, Pastoral Counseling, or allied health specialties.

Ethics hours shall be specifically designated as continuing education in professional ethics relating to any of the specialties of Professional Counseling, Social Work, or Marriage and Family Therapy. Continuing education hours in professional ethics cannot be obtained through independent study.